



WebFile Guide for

# **Professional Employer Organizations**

**How to Navigate through WebFile**

# WELCOME

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Welcome to the Virginia Workers' Compensation Commission's WebFile application.

The Commission created WebFile to assist its customers in easily accessing, viewing and managing their claim record.

This guide provides the information and instructions necessary for navigating this web-based claim management tool.

While the guide may be printed, it is recommended that the guide be utilized electronically due to updates and revisions.

Questions regarding WebFile processes should be directed to the Commission at **1-877-664-2566** or please visit <http://www.workcomp.virginia.gov/WebFile/WebFile-support> and complete a WebFile Support Request.

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## WebFile OVERVIEW

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PEO WebFile is a comprehensive registration and reporting system launched by the Virginia Workers' Compensation Commission in 2010 to centralize PEO filings. Please be aware that PEO Users are required to perform all registration and reporting to the Commission through PEO WebFile, therefore, gaining familiarity with the online tool is important. PEO filings in PEO WebFile include all of the following:

- PEO registration
- Filing coverage information for the PEO and for clients
- Client registration and termination
- Annual Report filing

# WebFile SECURITY

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The WebFile system uses a variety of security protocols to help ensure that case records remain confidential. A key component of this structure (which governs access rights) is username and password.

## USERNAME

All WebFile users will have individual usernames. The username cannot be changed after the registration and activation process is complete.

## PASSWORD

All users are required to use a password along with the username. The initial password will be set up by the Commission. The user will then set up a new password at the time of registration.

### Password Criteria

- ✓ Must be at least 8 characters in length
- ✓ Must have at least one number
- ✓ Must have at least one letter
- ✓ Must contain one special character (i.e., @, #)
- ✓ Password will expire every 90 days and will not be re-usable for 12 months

## TIMEOUT FEATURE

The system has been set up with a 45-minute timeout feature. If there is no activity within 45 minutes, the user will receive a message notifying them that they need to extend the session in WebFile to continue their session.

### IMPORTANT



*Entering data is still viewed by the system as being idle—users who take longer than 45 minutes to submit data or to conduct other transactions will be automatically logged off of the system, and all information not saved or submitted will be lost.*

## WebFile ROLE OVERVIEW

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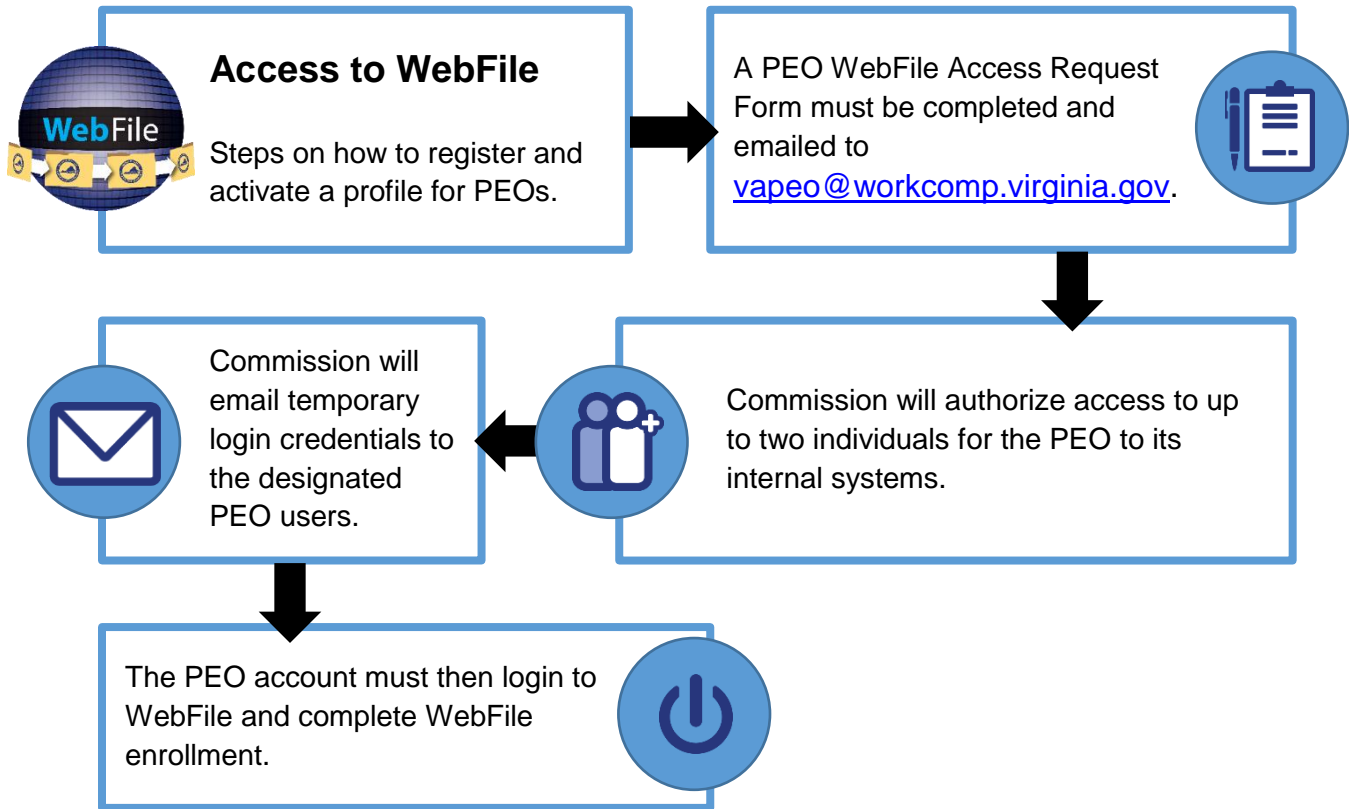
A PEO WebFile User refers to an individual that is authorized to act on behalf of a PEO and applies for and is granted User access through the Commission. The Commission sends out routine and individualized PEO notices, including compliance notices, to WebFile Users via email, therefore a current and accurate listing of a PEO's WebFile Users and their contact information is required at all times.

The PEO is responsible for:

- ✓ Maintaining at least one active PEO WebFile User for the PEO at all times
- ✓ Ensuring that all PEO WebFile Users listed for the PEO with the Commission are current and active and the e-mail addresses accurate
- ✓ Notifying the Commission of any change, discontinuance or addition in PEO WebFile Users, so that the Commission can take appropriate action to deactivate a User, modify a name, e-mail or take other action that may be required

## WebFile ACCESS AND REGISTRATION OVERVIEW

Below is a brief overview of the WebFile registration process.



### IMPORTANT



*If you have not received your login and temporary password, submit an email to [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).*

## REQUEST ACCESS

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The first step to using PEO WebFile is obtaining access by completing the [PEO WebFile Access Request Form](#).

A PEO may request WebFile access for up to two users. Please note, when requesting user access that all users that obtain access will receive all notices generated by the Commission for that PEO.

### PEO ACCESS FORM

This form is located on the Virginia Workers' Compensation Commission website:

<http://www.workcomp.virginia.gov/sites/default/files/forms/PEO-Access-Form.docx>

- ✓ Make sure that the form is filled out **entirely**.
- ✓ Information that is omitted will stall the registration process.
- ✓ A FEIN (Federal Employer Identification Number) is mandatory.

Submit the form to the below email address:

[vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov)



### CHECK EMAIL

When a PEO requests WebFile access, an e-mail is sent from the Commission notifying them that they have access to WebFile and will be provided a temporary password.



## WebFile LOGIN AND WEBFILE ENROLLMENT

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This section covers the online registration within WebFile as the PEO.



### IMPORTANT

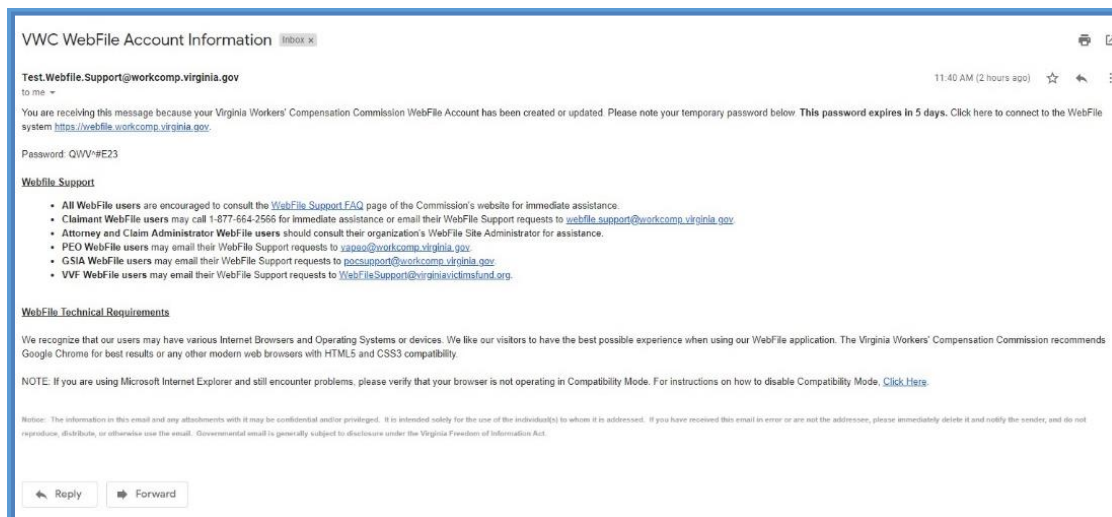
You should have received your logon and temporary password via email. If you have not, then submit an email to [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).



### STEPS TO COMPLETE

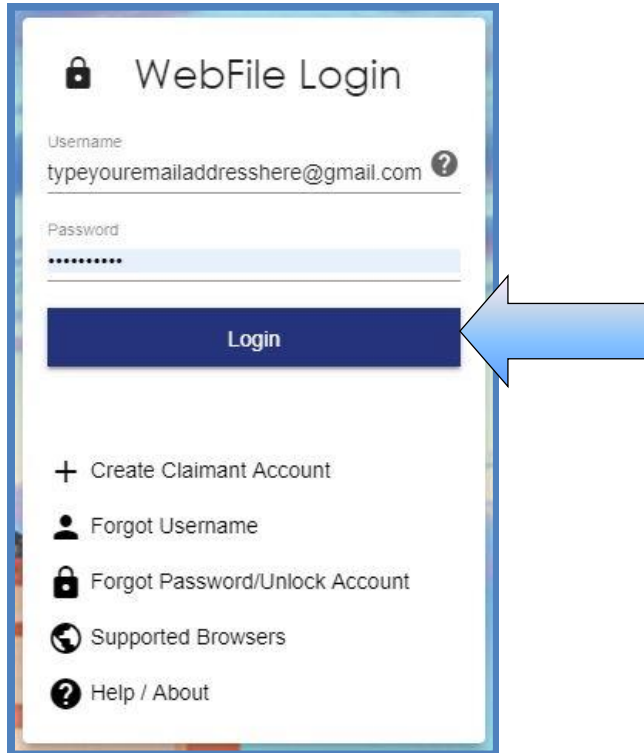
1. Go to the WebFile website at:  
<http://webfile.workcomp.virginia.gov/>
2. Enter your login username and password.

3. The first time you log in you will need to complete the WebFile enrollment page.
4. Set up a new password. Make sure to create a password using the criteria set forth above.
5. Select three security questions that you will remember.
6. Enter your information.
7. Check the box to accept the Terms and Conditions.
8. Click the “Save” to save your WebFile account information.
9. A confirmation message will appear.
10. An email will be sent to the address indicated which contains a temporary password. **This password will expire in 5 days.** Check your inbox. The email could also be in a spam or junk folder.



11. Once you have gotten the temporary password email, go to the WebFile website.
12. Since this is the first time logging into WebFile, enter the registered email address (as your username) and the temporary password.

13. Click the “Login” button.



The image shows a web browser window titled "WebFile Login". At the top left is a lock icon. Below the title are two input fields: "Username" with the placeholder text "typeyouremailaddresshere@gmail.com" and a question mark icon, and "Password" with a masked password "\*\*\*\*\*". Below these fields is a dark blue "Login" button. A large blue arrow points from the right towards the "Login" button. Below the button are five links with icons: "+ Create Claimant Account", "Forgot Username" (with a person icon), "Forgot Password/Unlock Account" (with a lock icon), "Supported Browsers" (with a globe icon), and "Help / About" (with a question mark icon).

14. Create a new password.
15. The current password on this screen is the temporary password that was just sent. Create a new password based on the following criteria:
- ✓ Must be at least 8 characters in length
  - ✓ Must have at least one number
  - ✓ Must have at least one letter
  - ✓ Must contain one special character (i.e., @, #)
16. Select and answer three security questions. These questions will assist you in case you are ever locked out of the system or forget your password.
17. Review the Terms and Conditions by clicking on the “Terms and Conditions” link in the bottom left hand corner.
18. After reviewing, check the box to accept the Terms and Conditions.
19. Click “Save” to complete your registration.
20. Confirmation message verifying your successful registration is displayed.
21. Click the “OK” button.
22. Log back in to WebFile with the new username and password.

# CHANGE PASSWORD

This section covers changing a password after a profile has been created.

## BEFORE YOU GET STARTED

Remember the WebFile Password Criteria:

- ✓ Must be at least 8 characters in length
- ✓ Must have at least one number
- ✓ Must have at least one letter
- ✓ Must contain one special character (i.e., @, #)
- ✓ Password will expire every 90 days and will not be re-usable for 12 months

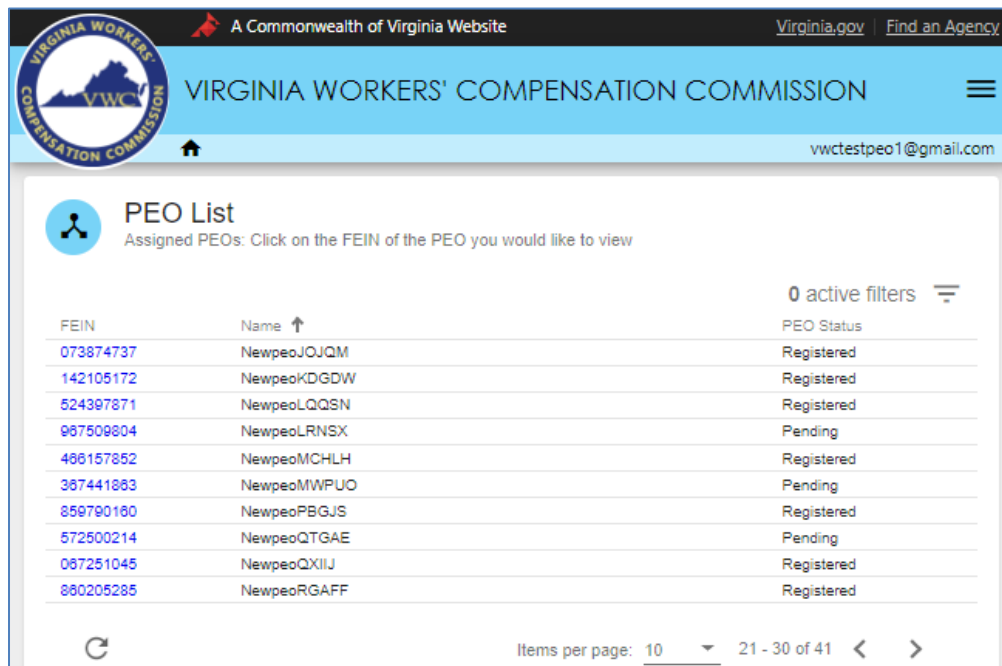
## STEPS TO COMPLETE

1. Go to the WebFile website at:

<https://webfile.workcomp.virginia.gov>

2. Enter username and password.
3. Click the “Login” button.

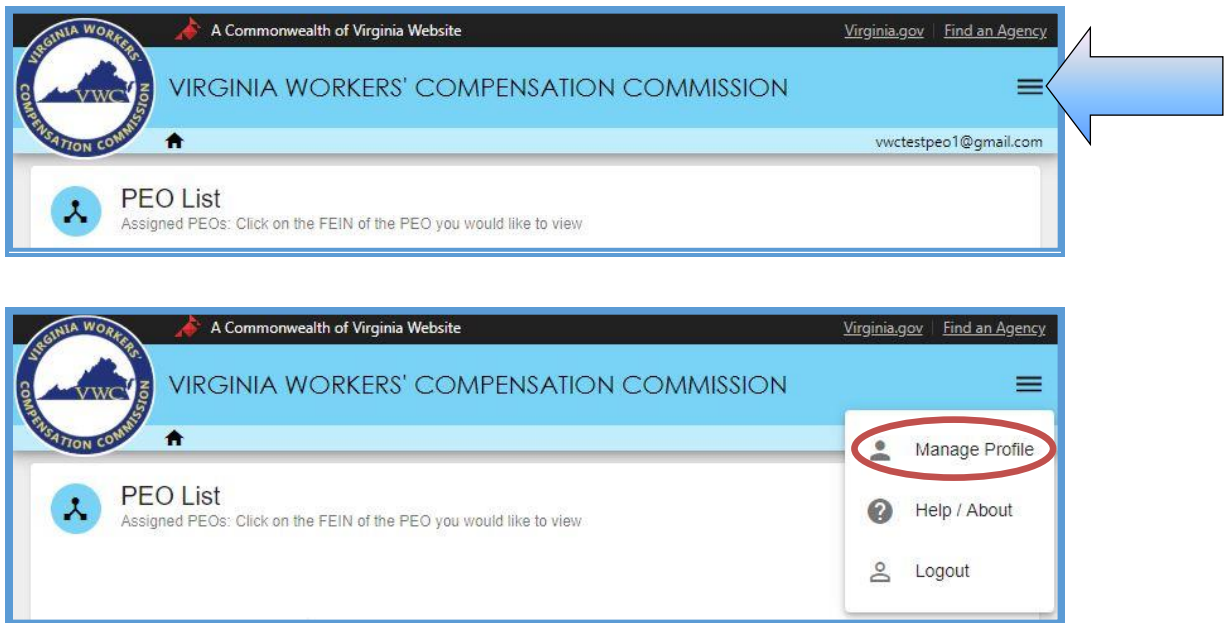
WebFile Home Interface



The screenshot displays the WebFile Home Interface for the Virginia Workers' Compensation Commission. The header includes the VWC logo, the text "A Commonwealth of Virginia Website", and links to "Virginia.gov" and "Find an Agency". The main title is "VIRGINIA WORKERS' COMPENSATION COMMISSION". Below the header, there is a "PEO List" section with a sub-header "Assigned PEOs: Click on the FEIN of the PEO you would like to view". A table lists 10 PEOs with their FEIN, Name, and PEO Status. The table also shows "0 active filters" and a pagination bar at the bottom indicating "Items per page: 10" and "21 - 30 of 41".

FEIN	Name	PEO Status
<a href="#">073874737</a>	NewpeoJOJQM	Registered
<a href="#">142105172</a>	NewpeoKGDW	Registered
<a href="#">524397871</a>	NewpeoLQQSN	Registered
<a href="#">967509804</a>	NewpeoLRNSX	Pending
<a href="#">466157852</a>	NewpeoMCHLH	Registered
<a href="#">367441883</a>	NewpeoMWPUO	Pending
<a href="#">859790160</a>	NewpeoPBGJS	Registered
<a href="#">572500214</a>	NewpeoQTGAE	Pending
<a href="#">067251045</a>	NewpeoQXIJ	Registered
<a href="#">880205285</a>	NewpeoRGAFF	Registered

4. Click the menu ( ≡ ) dropdown in the top right and select “Manage Profile.”

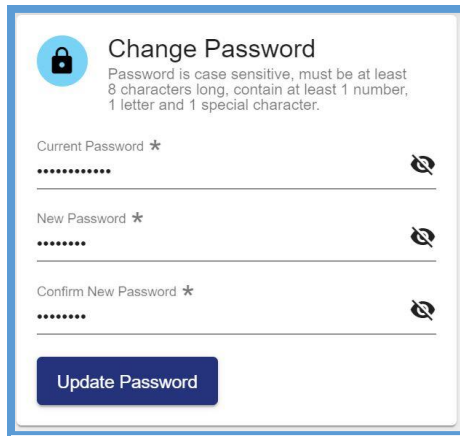


### *Manage Profile Interface*

The screenshot shows the 'Manage Profile' interface. On the left is the 'Change Password' section, which includes a password strength indicator, fields for 'Current Password', 'New Password', and 'Confirm New Password', and an 'Update Password' button. On the right is the 'User Profile' section, which includes fields for 'First Name', 'Middle Name', and 'Last Name', an 'Address' section with 'Contact Type', 'Phone number', 'Primary address', 'City', 'State', and 'Zip', and a 'Country' dropdown. There is also a checkbox for 'I accept the following Terms and Conditions' and a 'Submit' button.

5. Go to the “Change Password” section.
6. Enter the current profile password.

7. Enter and confirm the new password.
8. Click the “Update Password” button.



**Change Password**  
Password is case sensitive, must be at least 8 characters long, contain at least 1 number, 1 letter and 1 special character.

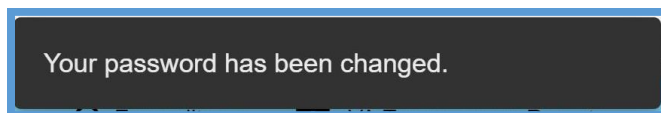
Current Password \*  
.....

New Password \*  
.....

Confirm New Password \*  
.....

**Update Password**

9. A confirmation message will appear.



If you have any questions, contact the Commission at **1-877-664-2566** or [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).

# PASSWORD RESET

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This section covers how to reset a password.

## BEFORE YOU GET STARTED

*Remember the WebFile Password Criteria:*

- ✓ Must be at least 8 characters in length
- ✓ Must have at least one number
- ✓ Must have at least one letter
- ✓ Must contain one special character (i.e., @, #)
- ✓ Password will expire every 90 days and will not be re-usable for 12 months

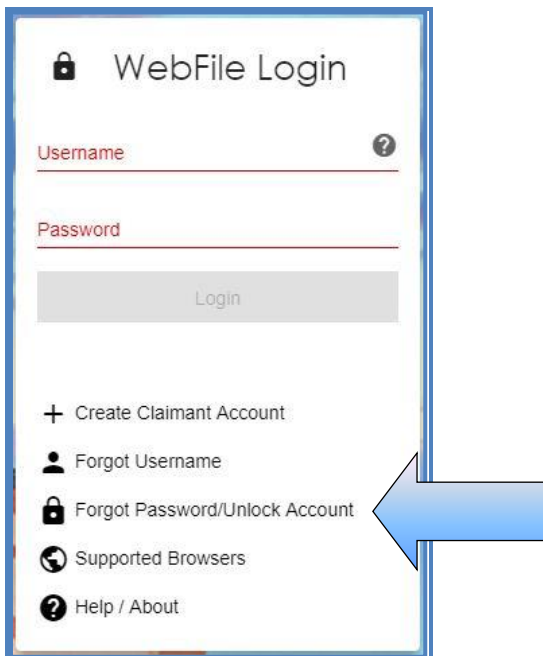
## RESET A FORGOTTEN PASSWORD



### STEPS TO COMPLETE

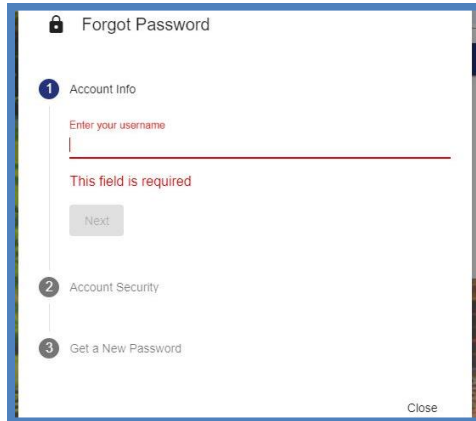
On the log in screen, you have the option to request a new password.

1. Click on the “Forgot Password/Unlock Account” link.



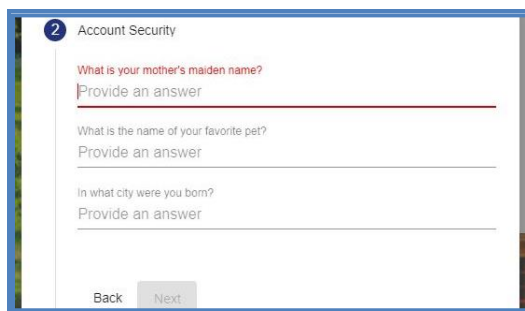
The screenshot shows the 'WebFile Login' interface. At the top, there's a lock icon and the title 'WebFile Login'. Below this are two input fields: 'Username' and 'Password', each with a red underline and a question mark icon to its right. A grey 'Login' button is positioned below the password field. At the bottom, there's a list of links with icons: '+ Create Claimant Account', 'Forgot Username' (with a person icon), 'Forgot Password/Unlock Account' (with a lock icon), 'Supported Browsers' (with a globe icon), and 'Help / About' (with a question mark icon). A large blue arrow points from the right towards the 'Forgot Password/Unlock Account' link.

2. Enter your username and click the “Next” button.



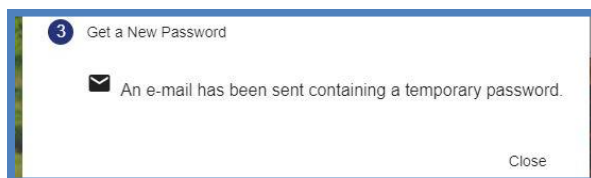
The screenshot shows a 'Forgot Password' window with a lock icon and the title 'Forgot Password'. It has a progress bar with three steps: 1. Account Info, 2. Account Security, and 3. Get a New Password. Step 1 is active. Under 'Account Info', there is a text input field with the placeholder 'Enter your username'. Below the field is a red error message: 'This field is required'. A 'Next' button is below the field. At the bottom right is a 'Close' button.

3. Answer the three security questions from initial registration and click the “Next” button. Answers are case sensitive. If you cannot remember your answers, contact [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).



The screenshot shows the 'Account Security' window, step 2 of the process. It has a progress bar with three steps: 1. Account Info, 2. Account Security, and 3. Get a New Password. Step 2 is active. It contains three security questions, each with a text input field and a 'Provide an answer' placeholder: 'What is your mother's maiden name?', 'What is the name of your favorite pet?', and 'In what city were you born?'. At the bottom are 'Back' and 'Next' buttons.

4. A confirmation message will appear and an email will be sent.



The screenshot shows the 'Get a New Password' window, step 3 of the process. It has a progress bar with three steps: 1. Account Info, 2. Account Security, and 3. Get a New Password. Step 3 is active. It displays a message with an envelope icon: 'An e-mail has been sent containing a temporary password.' At the bottom right is a 'Close' button.

5. Retrieve the email from [noreply@workcomp.virginia.gov](mailto:noreply@workcomp.virginia.gov) containing the new, temporary password. **This password will expire in 5 days.** The email could also be in a spam or junk folder.
6. After logging in with your username and temporary password, you will be required to create a new permanent password and set up three new security questions.

If you cannot remember the answers to your security questions, contact the Commission at **1-877-664-2566** or [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).



## ACCESSING A PEO

This section covers how to complete a PEO Registration in WebFile. PEO Registration should be completely timely, within 30 days of initial access. All requested information must be provided and coverage compliance must be met in accordance with Virginia Code § 65.2-804 in order to complete registration and allow submission of the registration application to the Commission for review and potential approval.



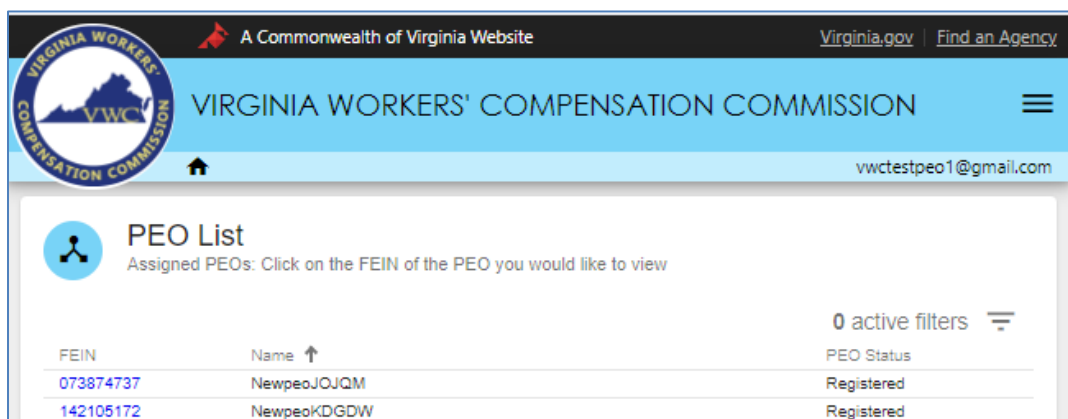
### BEFORE YOU GET STARTED

*A PEO must be enrolled in PEO WebFile with the Commission.*

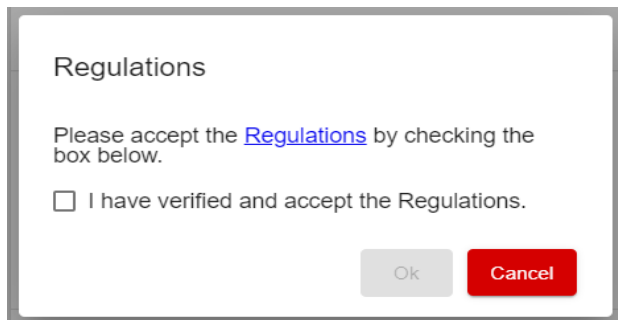


### STEPS TO COMPLETE

1. Go to the WebFile website at:  
<https://webfile.workcomp.virginia.gov>
2. Enter username and password.
3. Click the “Login” button.
4. Select the PEO to register by clicking the Federal Employer Identifier Number (FEIN) link (PEOs who have registered multiple PEO FEINs with the Commission will see multiple rows).



5. User is required to read and accept the Regulations.
6. Click the “Ok” button.



A dialog box titled "Regulations" with a white background and a gray border. It contains the text "Please accept the [Regulations](#) by checking the box below." followed by an unchecked checkbox and the text "I have verified and accept the Regulations." At the bottom right are two buttons: a gray "Ok" button and a red "Cancel" button.

## REGISTRATION APPLICATION COMPLETION

**Note:** In order to complete registration it is necessary to enter and “Save” all required information in the PEO Summary section, then proceed to complete the “Contacts” and “Coverage” sections. Not until ALL required information is entered and validated will you see a “Submit” button. You must save all information then select the “Submit” button in order to submit the registration for approval.

1. PEO Name (required field)
2. PEO Legal Status (required field)
3. Approximate number of direct PEO employees in Virginia (required field)



A screenshot of the "Edit PEO" form. The form has a blue header bar with a logo and the title "Edit PEO". Below the header, there are several input fields: "Name" with the value "MID ATLANTIC WATER SYSTEMS, INC.", "PEO Status" with the value "Registered", "PEO Status Date" with the value "05/20/2015", and "Registration Date". Below these is a section titled "PEO Company Information" which contains three more input fields: "Legal Status" with the value "Individual", "Approximate number of direct PEO employees in Virginia" with the value "50", and "Approximate number of client co-employees in Virginia" with the value "50".

4. Approximate number of client co-employees in Virginia (required field)

**Note:** PEO is required to register coverage information when the sum total of its direct employees and co-employees is greater than two.

5. Parent Company – If the PEO has a Parent company, additional parent company information and submission of the parental guarantee is required

The Commission may require any business entity having a controlling ownership interest in or sharing common ownership with a PEO providing professional employer services in the Commonwealth to guarantee, in a form prescribed by the Commission, performance of all obligations pursuant to this title, including the payment of workers' compensation benefits.

A PEO with a parent company is required to complete all of the following:

- Parent Company Name
- Parent Company Federal Employer Identification Number (FEIN)
- Parent Company Street Address Line 1
- Parent Company City
- Parent Company State
- Parent Company Postal Code
- Country International Addresses

6. Bureau of Insurance data:

- 1) Registered with BOI as a Multiple Employer Welfare Arrangement (MEWA)?  
(If the answer is yes, then enter assigned number in required field)
- 2) Currently provides health benefits or health care services? (required field)
- 3) Plans to offer health benefits or health care services? (required field)

Questions about this data should be directed to the Bureau of Insurance.

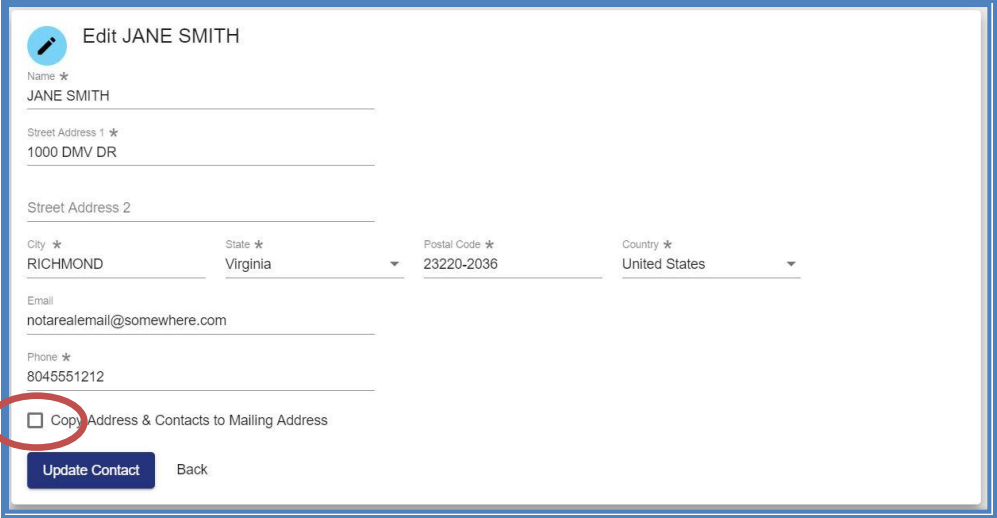
The Primary Number for Bureau of Insurance Consumer Inquires is 804-371-9741

## ENTERING PEO PRIMARY CONTACT INFORMATION

### 1. Mailing Address for the PEO Requirements:

- Name of Primary WebFile User
- Street Address
- City
- State
- Postal Code
- Country
- Email of Primary WebFile User
- Phone of Primary WebFile User

**Note:** If the mailing address is the same as the physical address, you may select the “Copy Address & Contacts to Mailing Address” toggle.



The screenshot shows a web form titled "Edit JANE SMITH". It contains several input fields for contact information. The "Copy Address & Contacts to Mailing Address" checkbox is circled in red. Below the form are two buttons: "Update Contact" and "Back".

Field	Value
Name *	JANE SMITH
Street Address 1 *	1000 DMV DR
Street Address 2	
City *	RICHMOND
State *	Virginia
Postal Code *	23220-2036
Country *	United States
Email	notarealemail@somewhere.com
Phone *	8045551212
Copy Address & Contacts to Mailing Address	<input type="checkbox"/>

### 2. Physical Address for the PEO

- Name of Primary WebFile User
- Street Address
- City
- State
- Postal Code
- Country
- Email of Primary WebFile User
- Phone of Primary WebFile User

**Note:** If the physical address is the same as the mailing address, you may select the “Copy Address & Contacts to Mailing Address” toggle.

### 3. Designated Representative Information

A PEO is required to designate a representative with a Virginia address in accordance with Virginia regulations. The designated representative (DR) shall be authorized to receive service of process and communications from the Commission. If the PEO already has a Registered Agent, the PEO may enter their Registered Agent information in the Designated Representative section. For the Designated Representative, provide the following information:

- Name
- Street Address
- City
- State
- Postal Code
- Country
- Email of Designated Representative
- Phone of Designated Representative

### 4. Annual Assessment Point-of-Contact

This contact field is completed under the Annual Report section but displays under the Contacts section.

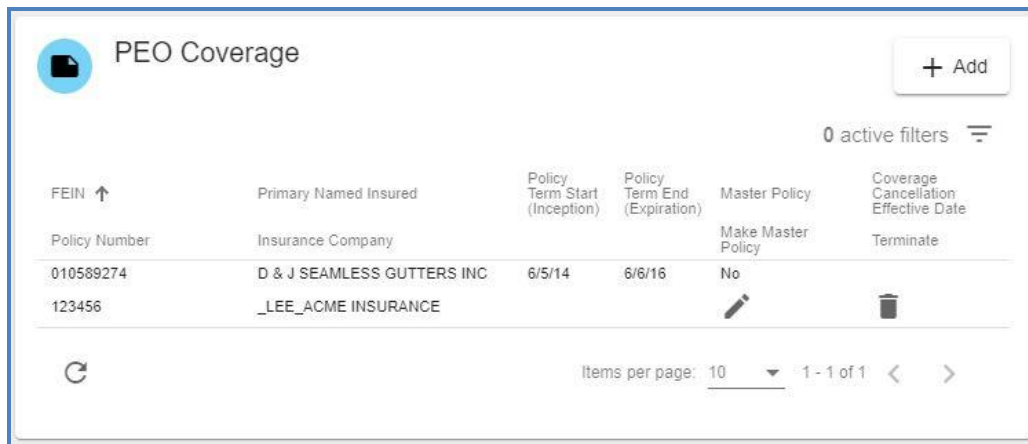
- Name
- Street Address
- City
- State
- Postal Code
- Country
- Email of Annual Assessment Contact
- Phone of Annual Assessment Contact

## VALID COVERAGE

The insurance coverage must be active and filed with National Council on Compensation Insurance (NCCI) by the insurance carrier in order to verify WebFile.

## INSURANCE COVERAGE

Go to the PEO Coverage section and enter the proper Virginia voluntary market workers' compensation insurance policy information.



The screenshot shows the 'PEO Coverage' section of a web application. It features a table with columns for FEIN, Primary Named Insured, Policy Term Start (Inception), Policy Term End (Expiration), Master Policy, and Coverage Cancellation Effective Date. Two rows of data are visible. The first row has a Policy Number of 010589274, Insurance Company of D & J SEAMLESS GUTTERS INC, Policy Term Start of 6/5/14, Policy Term End of 6/6/16, and Master Policy status of No. The second row has a Policy Number of 123456, Insurance Company of \_LEE\_ACME INSURANCE, and a Master Policy status of No. The interface also includes a '+ Add' button, '0 active filters', and pagination controls at the bottom.

FEIN ↑	Primary Named Insured	Policy Term Start (Inception)	Policy Term End (Expiration)	Master Policy	Coverage Cancellation Effective Date
Policy Number	Insurance Company			Make Master Policy	Terminate
010589274	D & J SEAMLESS GUTTERS INC	6/5/14	6/6/16	No	
123456	_LEE_ACME INSURANCE				

**Note:** If a PEO user enters insurance coverage information but it does not verify, it may not be proper Virginia coverage, or it may not be proper PEO coverage, or the policy may not contain all of the required and accurate information. Review the scenarios below for additional coverage information.

- Virginia requires Virginia coverage with a Virginia licensed insurance carrier for work performed in Virginia. For a PEO with a policy based out of state, adding Virginia coverage can often be accomplished through the addition of a Virginia Amendatory Endorsement to the policy which adds Virginia to item 3A of the policy which adds Virginia to item 3A of the policy which is for known exposure. The endorsement can be added as long as the carrier is licensed in Virginia. If a PEO is based out of state and their policy is with a carrier that is not licensed in Virginia, then in order to obtain proper Virginia coverage a separate policy with a Virginia licensed carrier is required.
- The proper PEO coverage must be obtained and filed by the carrier with the NCCI. A PEO may secure and provide all required voluntary market workers' compensation insurance for its co-employees under a master policy in the name of the PEO. The PEO must be listed on the policy and the PEO's Federal Employer Identification Number (FEIN) must be listed on the policy and must match with the PEO's legal name and PEO FEIN provided in WebFile.

- The proper endorsement must be on the policy. WC 45-03-01 provides coverage for co-employees of specified clients and must also provide coverage for any non-leased employees of the PEO.
- The PEO must be listed as an insured on the policy and the PEO's Federal Employer Identification Number (FEIN) registered in WebFile must be listed as their FEIN on the insurance policy.

## VALIDATION

All fields will be validated. If a field cannot be validated it is likely incomplete or missing information. Check the information where you are prompted.

Once all registration information is completed, saved and validated the "Submit" button displays. The registration application must be submitted for the Commission to receive it. Registration is not approved until it is reviewed by the Commission and information verified. Once approved, PEO status changes to "Approved." A PEO is not allowed to provide PEO services to a client company until it is registered with the Commission.

## SAVE INFORMATION

You will be allowed to save information entered and complete the application at a later date. It is important to remember to click "Save" to ensure that all information entered is not lost. Please note that saving information does not mean the registration is submitted for approval.

You will only see the Submit button once all registration information is completed, validated and saved.

## SUBMIT APPLICATION

When all required fields are completed and pass validation, the option to submit the registration application will be provided. Until then, if you save information you have entered, the application information will be saved for 60 days from the initial save date.

Click the "Submit" button.

## REMINDERS AND APPLICATION DELETION

PEO users will be sent reminders at day 15 of application and day 25 of application if the application has not been submitted, asking them to complete the PEO registration application. An application that is not submitted within 60 days of the initial save date will be deleted at 61 days.

## APPLICATION REVIEW AND APPROVAL

Once the application is submitted, someone from the Commission will review it. Once it is approved, the PEO status will change from “Submitted” to “Registered.” The PEO will also be sent a Registration Certificate. Once the PEO is registered, a PEO user will be permitted access to enter client information.



# MANAGE PEO DETAILS

This section covers information on managing PEO details in WebFile.



## BEFORE YOU GET STARTED

A PEO must be enrolled in PEO WebFile and properly registered with the Commission.



## STEPS TO COMPLETE

1. Go to the WebFile website at.
2. Enter username and password.
3. Click the “Login” button.
4. Navigate to the appropriate PEO.
5. The PEO Summary is displayed.
6. Click the “Edit” button to make the desired changes to PEO details.


The screenshot displays the Virginia Workers' Compensation Commission WebFile interface. The top navigation bar includes the Virginia Workers' Compensation Commission logo, the text "A Commonwealth of Virginia Website", and the "Virginia.gov" link. The main header shows "VIRGINIA WORKERS' COMPENSATION COMMISSION" and a user profile for "vwctestpeo1@gmail.com".

The left sidebar contains the "PEO Summary" for "RED WHITE & BLUE GUTTERS INC" (010589274). It includes fields for PEO Status (Registered), PEO Status Date (05/20/2015), Registration Date, and a checkbox for "Less than 3 employees". Below this is the "PEO Company Information" section with fields for "Approximate number of direct PEO employees in Virginia" (1) and "Approximate number of client co-employees in Virginia" (1). The "Legal Status" is set to "Individual". The "PEO Bureau of Insurance Data" section includes checkboxes for "Registered with the State Corporation Commission Bureau of Insurance as a Multiple Employer Welfare Arrangement (MEWA)", "Currently provides health benefits or health care services", and "Plans to offer health benefits or health care services in the future".

The main content area is divided into three sections: "Clients", "PEO Coverage", and "PEO Bureau of Insurance Data". The "Clients" section shows a table with columns for FEIN, Name, Client Registration Start Date, Age of Incomplete Registration, and Days Until Deletion. The "PEO Coverage" section shows a table with columns for FEIN, Policy Number, Primary Named Insured, Insurance Company, Policy Term Start (Inception), Policy Term End (Expiration), Master Policy, and Coverage Cancellation Effective Date. The "PEO Bureau of Insurance Data" section includes a table with columns for FEIN, Policy Number, Primary Named Insured, Insurance Company, Policy Term Start (Inception), Policy Term End (Expiration), Master Policy, and Coverage Cancellation Effective Date.

The "Edit" button is circled in red in the bottom right corner of the interface.


7. Click the “Save” button.

 A Commonwealth of Virginia Website [Virginia.gov](http://Virginia.gov) | [Find an Agency](#)

**VIRGINIA WORKERS' COMPENSATION COMMISSION**

PEO Summary vwctestpeo1@gmail.com

---

 **Edit PEO**

Name ★  
RED WHITE & BLUE GUTTERS INC

---

PEO Status:  
Registered

PEO Status Date:  
05/20/2015

Registration Date:

---

**PEO Company Information**

Legal Status ★  
Individual

---

Approximate number of direct PEO employees in Virginia ★  
1

---

Approximate number of client co-employees in Virginia ★  
1

---

**PEO Parent Company Overview**

PEO operates under a parent company:  
☐ Yes ☒ No

---

**PEO Bureau of Insurance Data**

Registered with the State Corporation Commission Bureau of Insurance as a Multiple Employer Welfare Arrangement (MEWA):  
☐ Yes ☒ No

Currently provides health benefits or health care services:  
☒ Yes ☐ No

Plans to offer health benefits or health care services in the future::  
☒ Yes ☐ No

[Back](#) [Save](#)

## ADDING A PARENT COMPANY

1. Navigate to the appropriate PEO.
2. The PEO Summary is displayed.
3. Click the “Edit” button to make the desired changes to PEO details.
4. Make the appropriate updates and click the “Save” button.

**PEO Parent Company Overview**

PEO operates under a parent company:  
☒ Yes ☐ No

Parental guarantee required [form to download](#)

Name \*  
Parent Company

FEIN \*  
123456789

Federal Employer Identification Number - Digits only - no dashes or special characters.

☐ Override Address Validation

Street Address 1 \*  
1000 DMV Street

Street Address 2

City \*  
Richmond

State \*  
Virginia

Country \*  
United States

Postal Code \*  
23230

**PEO Bureau of Insurance Data**

Registered with the State Corporation Commission Bureau of Insurance as a Multiple Employer Welfare Arrangement (MEWA):  
☐ Yes ☒ No

Currently provides health benefits or health care services:  
☒ Yes ☐ No

Plans to offer health benefits or health care services in the future:.  
☒ Yes ☐ No

Back



### IMPORTANT

Please note that the Parental Guarantee form must be downloaded, completed, and submitted to the Commission if this PEO operates under a parent company.

## MANAGE CONTACTS

The section covers the functionality for managing PEO contact details in WebFile.



### STEPS TO COMPLETE

1. Go to the WebFile website.
2. Click the “Login” button.
3. Navigate to the appropriate PEO.
4. Scroll to the bottom to view PEO Contacts.
5. Click the “Edit” button to make the desired changes to PEO Contact details.

The screenshot displays two side-by-side contact information cards for a PEO named 'TEST'. The left card is titled 'Mailing' and the right card is titled 'Physical'. Both cards show the same address: '1000 DMV DR, RICHMOND, Virginia 23220-2036, United States'. The email is 'test@gmail.com' and the phone is '8045555555'. Each card has an 'Edit' button at the bottom right.

6. Click the “Update Contact” button to save changes.

The screenshot shows the 'Edit TEST' form. It includes fields for Name (TEST), Street Address 1 (1000 DMV DR), Street Address 2, City (RICHMOND), State (Virginia), Postal Code (23220-2036), Country (United States), Email (test@gmail.com), and Phone (8045555555). There is a checkbox for 'Copy Address & Contacts to Physical Address'. At the bottom, there are 'Update Contact' and 'Back' buttons.

## MANAGE COVERAGE INFORMATION

---

**The section covers the functionality for managing PEO workers' compensation coverage in WebFile. It is essential that PEOs understand Virginia workers' compensation coverage requirements in order to properly manage coverage for the PEO and for their clients.**

Virginia law requires that an employer who regularly employs more than two part-time or full-time employees carry workers' compensation. A business that subcontracts work that is part of his trade, business or occupation, or fulfills a contract of his business shall be liable to any subcontractor's employee for workers' compensation in the same manner as any worker immediately employed by him and must count subcontractor's employees when counting employees to determine if coverage is required.

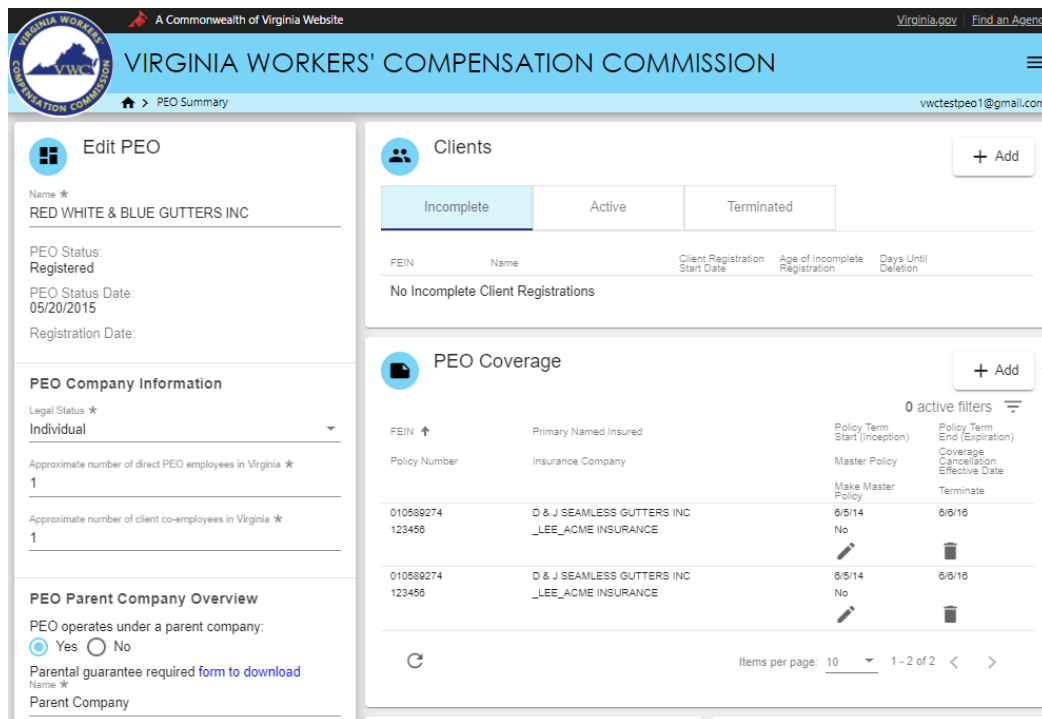
Virginia requires Virginia coverage for work performed in Virginia. A PEO with a policy based outside of Virginia will need to ensure that they obtain the proper Virginia 3A endorsement on the policy which covers known exposure in Virginia.

An employer that fails to insure when required by law is subject to a civil penalty of up to \$250 per day uninsured, subject to a maximum penalty of \$50,000.00 plus costs, pursuant to Virginia Code § 65.2-805.

- A PEO is considered an employer of its co-employees, thus it must count both its own Virginia employees and its Virginia employees and its Virginia co-employees performing work in Virginia when counting employees. If it totals more than "two" then Virginia workers' compensation coverage is required.
- For clients, PEOs are asked to know their clients, the nature of their business and whether they hire subcontractors to assist in the work of the client's business. If so, the PEO should be requesting the client obtain separate coverage for their Statutory Employer liability.

## MANAGING PEO COVERAGE

1. Navigate to the appropriate PEO.
2. Navigate to the PEO Coverage section.



The screenshot shows the VWC web application interface. On the left, there's a sidebar with 'Edit PEO' and 'PEO Company Information'. The main area is titled 'PEO Coverage' and contains a table with columns: FEIN, Policy Number, Primary Named Insured, Insurance Company, Policy Term Start (Inception), Master Policy, Policy Term End (Expiration), Coverage Cancellation Effective Date, and Terminate. There are two rows of data for 'D & J SEAMLESS GUTTERS INC'. A blue arrow points to the '+ Add' button in the top right corner of the table.

3. Click the “Add” button to add coverage to a PEO.
4. Enter the required policy data. It is helpful to have a copy of the binder, information page or Declaration Page of the policy available in order to have the required policy information to enter. A Certificate of Insurance does not provide sufficient information to complete this section. It is important to use care in entering policy information as incorrect data will not validate.


**Note:** Some insurance carriers have similar names, be sure to enter the precise name of the carrier.



### IMPORTANT

*The insurance company field uses a real-time search function which returns results after you have typed at least 3 characters. NCCI Code may be found on the Declaration/Information page received from the Carrier.*

5. If you select the coverage as “A master policy covering clients currently working in Virginia” the dropdown box to the right of the screen will appear. If you wish to associate this Master Policy to multiple clients, select “Yes” and a dropdown of active clients will appear. This tool is useful at renewal as you can update clients covered by the master policy at one time.

 PEO Coverage


☒ A master policy covering clients currently working in Virginia

Do you wish to associate this Master Policy to multiple clients

Yes

0 active filters

	FEIN	Name ↑
<input checked="" type="checkbox"/>	654654654	Alex Test
<input type="checkbox"/>	896463513	FINN
<input type="checkbox"/>	744125589	TEST

 Items per page: 10 1 - 3 of 3 < >

## MANAGING CLIENT COVERAGE



### QUICK TIPS

Managing Coverage functionality for the client is similar to what it is for the PEO. Please refer to [MANAGING PEO COVERAGE](#).

1. Navigate to the appropriate PEO.
2. Navigate to the Active Clients section.

A Commonweal of Virginia Website

Virginia.gov Find an Agency

VIRGINIA WORKERS' COMPENSATION COMMISSION

PEO Summary

vwctestpeo1@gmail.com

Edit PEO

Name \*  
RED WHITE & BLUE GUTTERS INC

PEO Status:  
Registered

PEO Status Date:  
05/20/2015

Registration Date:

Clients

+ Add

Incomplete Active Terminated

0 active filters

FEIN	Name	Client Status	Employee Count
782054478	CLIENTVT&J4	Non-Compliant	20
896463513	FINN	Compliant	1

Items per page: 10 1 - 2 of 2

3. Select a client by clicking on their FEIN.
4. Under the “PEO Coverage” section click the “Add” button.
5. You will be asked if the coverage is on a Master Policy or not. If the answer is yes, a drop down will display showing the Master Policy coverage that has been entered for the PEO.
6. Select the correct policy.

PEO Coverage

Is this coverage on one of the PEO's Master Policies?

Yes

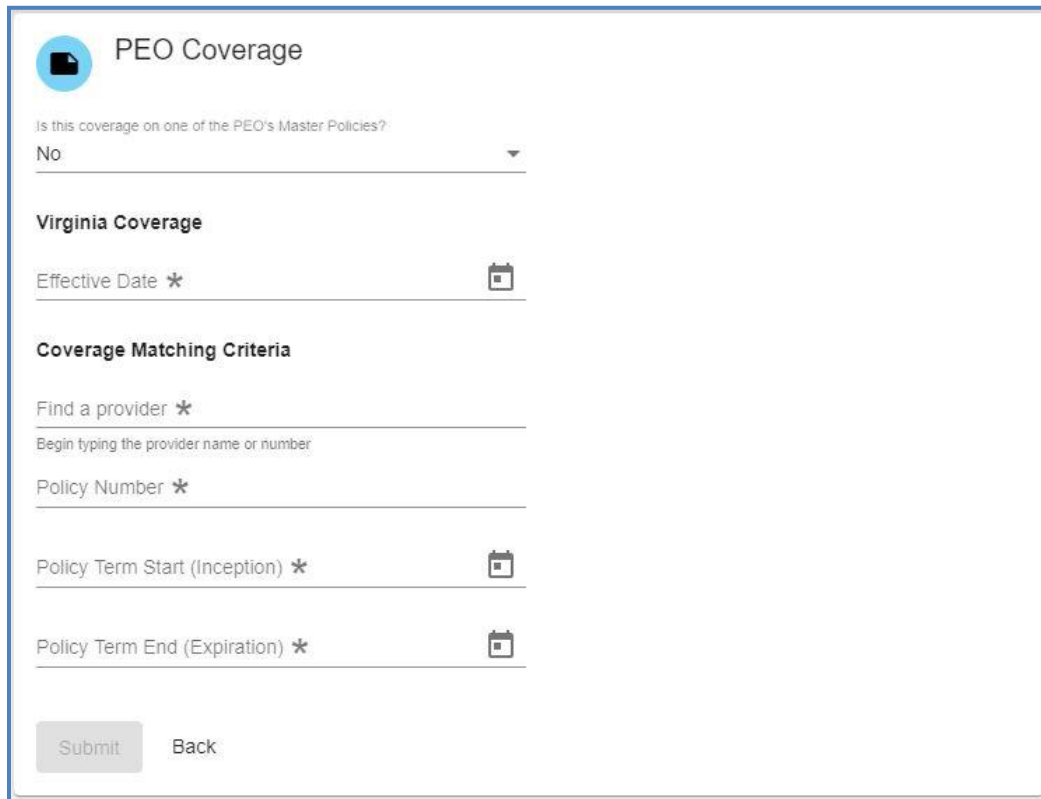
Master Policy \*

Submit Back

7. If the coverage is on a Master Policy but no coverage displays it is possible that this coverage has not been entered for the PEO.



8. If the coverage for the client is for an individual policy (client is not on the Master Policy) then select “No” and the coverage screen will display.
9. Once the screen display you must enter the policy information requested in each required field. Use care in entering all policy information. Incorrect information will not validate.



The screenshot shows a web form titled "PEO Coverage". At the top left is a blue circular icon with a document symbol. Below the title, there is a question: "Is this coverage on one of the PEO's Master Policies?". Below this question is a dropdown menu with "No" selected. The form is divided into sections. The first section is "Virginia Coverage", which contains a field for "Effective Date" with a calendar icon and an asterisk. The second section is "Coverage Matching Criteria", which contains four fields: "Find a provider" with a hint "Begin typing the provider name or number", "Policy Number", "Policy Term Start (Inception)", and "Policy Term End (Expiration)". Each of these four fields has an asterisk and a calendar icon. At the bottom of the form are two buttons: "Submit" and "Back".

**Note:** Once you have added coverage, you will have an option to terminate coverage with a PEO or client if necessary. To terminate both a client and coverage, go to the Client Contract section and select “Terminate Client Relationship.”

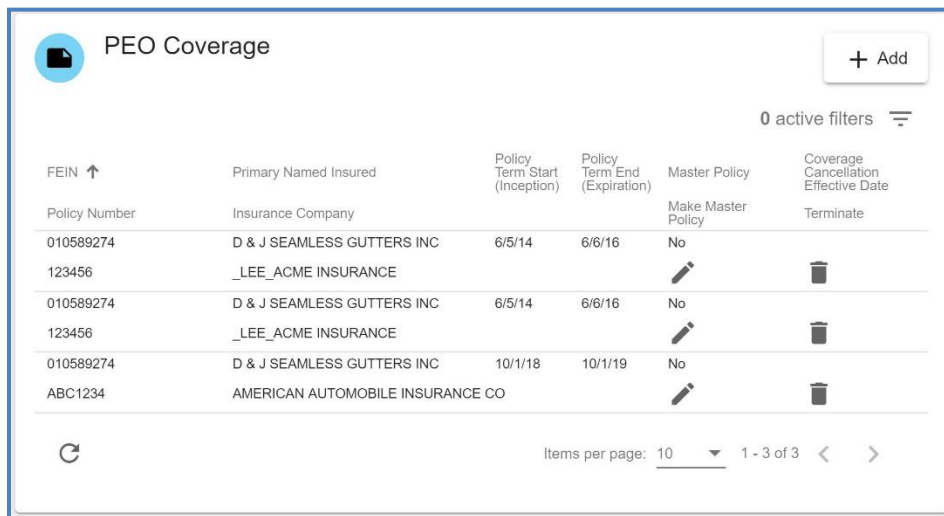
### IMPORTANT



*The insurance company field uses a real-time search function which returns results after you have typed at least 3 characters. NCCI Code may be found on the Declaration/Information page received from the Carrier.*

## TERMINATING COVERAGE

1. Navigate to the PEO Coverage section of the PEO or the client. Select the coverage to be terminated by checking the box to the left of the FEIN and selecting Terminate Selected.



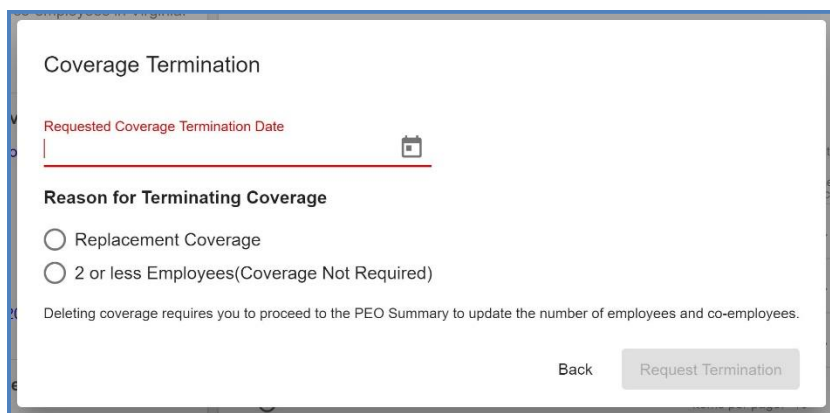
PEO Coverage + Add

0 active filters

FEIN ↑	Primary Named Insured	Policy Term Start (Inception)	Policy Term End (Expiration)	Master Policy	Coverage Cancellation Effective Date
Policy Number	Insurance Company			Make Master Policy	Terminate
010589274	D & J SEAMLESS GUTTERS INC	6/5/14	6/6/16	No	
123456	_LEE_ACME INSURANCE				
010589274	D & J SEAMLESS GUTTERS INC	6/5/14	6/6/16	No	
123456	_LEE_ACME INSURANCE				
010589274	D & J SEAMLESS GUTTERS INC	10/1/18	10/1/19	No	
ABC1234	AMERICAN AUTOMOBILE INSURANCE CO				

Items per page: 10 1 - 3 of 3

2. Enter a termination date and reason for terminating coverage.



Coverage Termination

Requested Coverage Termination Date

Reason for Terminating Coverage

☐ Replacement Coverage

☐ 2 or less Employees(Coverage Not Required)

Deleting coverage requires you to proceed to the PEO Summary to update the number of employees and co-employees.

Back Request Termination

3. While under the Client Contract section, if it indicates three or more direct employees, replacement coverage is required. You may edit the number of employees to obtain the option 2 or less employees (coverage not required) if appropriate.
4. The Commission requires all voluntary coverage to also be registered in WebFile

## REGISTERING AND MANAGING CLIENTS

This section covers the functionality available for registering and managing PEO clients in WebFile.

### IMPORTANT



Pursuant to statute, a PEO **must** provide the Commission notice of all new clients and notice of all client terminations within 30 days by completing client registration and termination information.

Failure to provide the Commission timely notice of a new Client or a Client termination shall subject a PEO to a monetary penalty.



### BEFORE YOU GET STARTED

PEO must have one or more existing clients.

1. Navigate to the appropriate PEO.
2. Navigate to the Active Clients section.

FEIN	Name	Client Status	Employee Count
782054478	CLIENTVT8J14	Non-Compliant	20
898483513	FINN	Compliant	1

3. You have two options:
  - a. Add a client.
  - b. Edit an existing client by clicking the client FEIN and appropriate section.



## QUICK TIPS

Navigating a long client list can be made easier by using the Filter feature. This function displays fields that can be used to narrow view details. Enter FEIN or Name details and click apply.

The screenshot shows the 'Clients' interface. At the top, there's a header with a user icon and the title 'Clients', and an '+ Add' button. Below the header are three tabs: 'Active' (selected), 'Terminated', and 'Incomplete'. A filter bar shows '0 active filters' and two input fields for 'FEIN' and 'Name'. Below the filter bar are 'Apply' and 'Clear' buttons. A table displays client data with columns: FEIN, Name, Client Status, and Employee Count.

FEIN	Name	Client Status	Employee Count
654654654	Alex Test	Compliant	1
121212121	Test	Compliant	2
744125589	TEST	Compliant	1
965893265	Tset2033	Compliant	1

At the bottom, there's a pagination bar showing 'Items per page: 10' and '1 - 4 of 4'.

## ADDING A CLIENT

1. Select the “Add” button.
2. Enter the Name and the FEIN of the client.

**Note:** When entering a FEIN, enter 9 digits only, no dashes.

The screenshot shows the 'Add Client' form. It has a title bar with a '+' icon and the text 'Add Client'. Below the title bar are three input fields: 'Name \*', 'FEIN \*', and 'Legal Status \*'. The 'Name' field has a red asterisk and a red underline. The 'FEIN' field has a red asterisk and a '0 / 9' character count. The 'Legal Status' field has a red asterisk and a dropdown arrow. At the bottom, there are 'Cancel' and 'Add' buttons.

3. You will note that if you enter a Federal Employer Identification Number (FEIN) of a client that is already active, you will not be allowed to enter it again. This is to prevent re-entering the same client twice and creating duplicate entries.
4. When entering client's address information it is necessary to enter the client's own address information and not the PEO's address.

5. If there are information fields that you have not completed, a matrix will display listing the required fields with missing information.

The screenshot shows the 'PEO Client Registration' form with the instruction 'Please complete the following steps'. A progress bar on the left lists five steps: 1. Mailing Address (active), 2. Physical Address, 3. Client Contract, 4. Coverage Information (marked with a checkmark), and 5. Submit Registration. The Mailing Address section includes input fields for Name, Street Address 1, Street Address 2, City, State (dropdown), Postal Code, and Country (dropdown). There are also fields for Email and Phone. A checkbox labeled 'Copy Address & Contacts to Physical Address' and an 'Update Contact' button are at the bottom of the section.

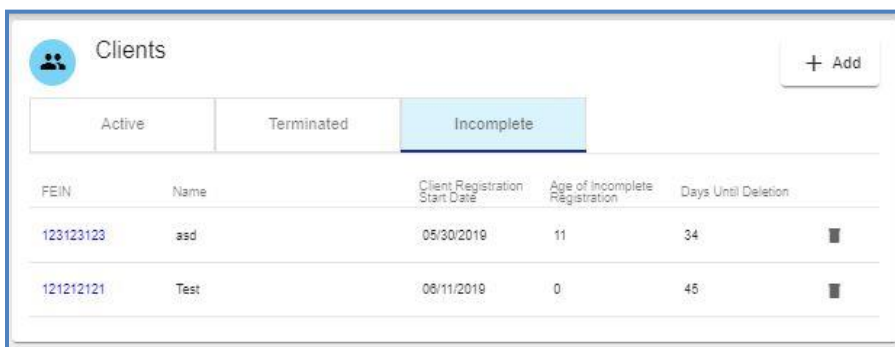
6. Once you have completed entering all client information, it is validated and saved, the “Register” button will display.
7. Click the “Register” button.

This screenshot shows the same 'PEO Client Registration' form, but now the progress bar indicates that steps 1 through 4 are completed (each with a checkmark) and step 5, 'Submit Registration', is the current step. Below the progress bar, the text 'Please complete all steps' is visible above a 'Register' button. A large blue arrow points directly to the 'Register' button.



8. Client Status changes to Submitted for Approval.

## INCOMPLETE CLIENT REGISTRATIONS

1. A portlet displays in WebFile titled “Incomplete in Progress Client Registrations.” A PEO will be allowed to enter and save up to 10 (ten) incomplete client registrations for a period of up to 45 days. The portlet will display each client that is not fully registered and the number of days allowed to complete registration.
  - a. A PEO will not be allowed to enter further clients until an incomplete registration is completed and submitted or an existing incomplete client registration is deleted.
  - b. An incomplete client registration that ages to 45 days will be deleted and all data removed.



The screenshot shows a web interface titled "Clients" with a blue header bar. Below the header are three tabs: "Active", "Terminated", and "Incomplete", with "Incomplete" being the selected tab. To the right of the tabs is a "+ Add" button. Below the tabs is a table with the following columns: "FEIN", "Name", "Client Registration Start Date", "Age of Incomplete Registration", "Days Until Deletion", and a delete icon (trash can). The table contains two rows of data.

FEIN	Name	Client Registration Start Date	Age of Incomplete Registration	Days Until Deletion	
123123123	asd	05/30/2019	11	34	
121212121	Test	06/11/2019	0	45	

## TERMINATING A CLIENT RELATIONSHIP

1. Navigate to the appropriate PEO.
2. Navigate to the Active Clients section.
3. Select a client by clicking their FEIN.
4. Navigate to the Client Contract section.

5. Click the “Terminate Client Relationship” button.



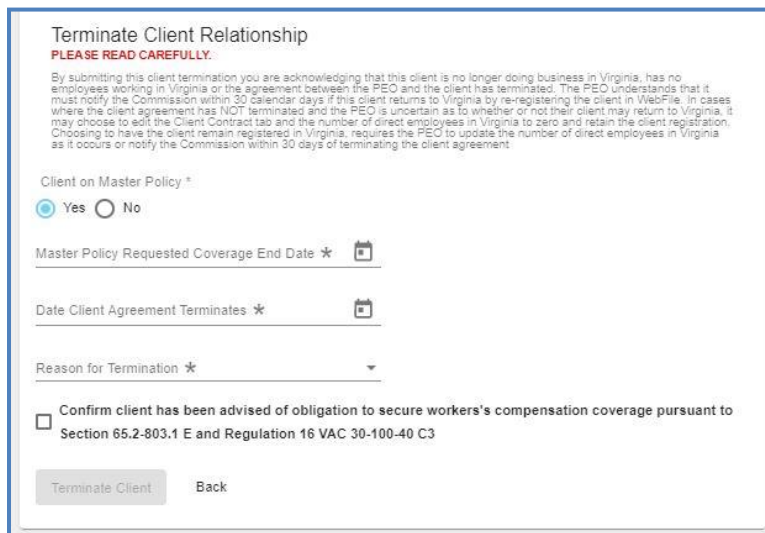
The screenshot shows a 'Client Contract' form with a blue checkmark icon in the top left corner. The form contains several fields with checkboxes and text inputs. A large blue arrow points from the bottom right towards the 'Terminate Client Relationship' button at the bottom of the form.

**Client Contract**

- ☒ Date of Virginia Exposure: 05/01/2019
- ☒ Number of direct employees in Virginia: 1
- ☐ 100% of this client's employees are leased from this PEO.
- ☐ This client company hires sub-contractors.
- ☒ A written contract exists between the PEO and the Client.
- ☒ Contract Date: 05/21/2019
- ☐ Expiration Date: 05/21/2019
- ☒ PEO shall provide information concerning the filing for workers' compensation and unemployment benefits given to each employee.
- ☒ PEO shall provide a written summary of rights and obligations to each employee.
- ☒ PEO shall notify, in writing, client and co-employees of intent to terminate PEO agreement on or before termination and advise client of obligation to obtain workers' compensation coverage.
- ☒ PEO agrees to terminate client in WebFile within 30 days of termination of client agreement.

 Edit  Terminate Client Relationship

6. You will be prompted to identify if the client is insured under the master policy. Additional questions are required depending upon the answer.



The screenshot shows the 'Terminate Client Relationship' form. It includes a warning section, a radio button for 'Client on Master Policy', date pickers for 'Master Policy Requested Coverage End Date' and 'Date Client Agreement Terminates', a dropdown for 'Reason for Termination', and a checkbox for 'Confirm client has been advised of obligation to secure workers's compensation coverage pursuant to Section 65.2-803.1 E and Regulation 16 VAC 30-100-40 C3'. At the bottom are 'Terminate Client' and 'Back' buttons.


**Terminate Client Relationship**


**PLEASE READ CAREFULLY.**


By submitting this client termination you are acknowledging that this client is no longer doing business in Virginia, has no employees working in Virginia or the agreement between the PEO and the client has terminated. The PEO understands that it must notify the Commission within 30 calendar days if this client returns to Virginia by re-registering the client in WebFile. In cases where the client agreement has NOT terminated and the PEO is uncertain as to whether or not their client may return to Virginia, it may choose to edit the Client Contract tab and the number of direct employees in Virginia to zero and retain the client registration. Choosing to have the client remain registered in Virginia, requires the PEO to update the number of direct employees in Virginia as it occurs or notify the Commission within 30 days of terminating the client agreement.

Client on Master Policy \*

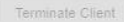

☒ Yes ☐ No

Master Policy Requested Coverage End Date \* 

Date Client Agreement Terminates \* 

Reason for Termination \* 

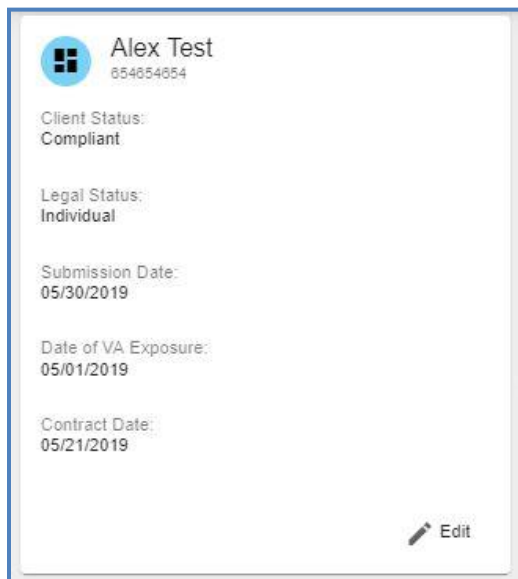
☐ Confirm client has been advised of obligation to secure workers's compensation coverage pursuant to Section 65.2-803.1 E and Regulation 16 VAC 30-100-40 C3

7. Enter the required information and the “Terminate Client” button will appear.

## EDITING A CLIENT

1. Navigate to the appropriate PEO.
2. Navigate to the Active Clients section.
3. Select a client by clicking their FEIN.
4. Click the “Edit” button on the left of the Client Summary screen.



A screenshot of a client summary card for 'Alex Test' with FEIN '854854854'. The card displays the following information: Client Status: Compliant, Legal Status: Individual, Submission Date: 05/30/2019, Date of VA Exposure: 05/01/2019, and Contract Date: 05/21/2019. An 'Edit' button with a pencil icon is located at the bottom right of the card.

5. An active client will be listed with one of three statuses as follows:
  - a. Submitted for Approval – client registration has been submitted for review
  - b. Compliant – client has met compliance requirements, as determined by the Commission
  - c. Non-Compliant – client is noncompliant
6. You can also maintain the Client’s Contacts, Coverage and Contract information.



### QUICK TIPS

*Managing Contacts functionality for the Client is nearly the same as it is for the PEO. Please refer to [MANAGE CONTACTS](#) for further details. The only differences for the client is that the listings of Designated Representative and Annual Assessment Point of Contact are not needed for the client.*

7. When complete select the “Submit” button to finalize changes.



## MANAGING CONTRACT DATA

1. Under the Contract section the status of individual statutory contractual requirements are displayed. Items that are true are noted with a check mark.

This screenshot shows a summary view of a 'Client Contract'. At the top, there is a blue checkmark icon and the title 'Client Contract'. Below this, a list of contractual requirements is displayed, each with a checkbox and a description. The requirements are: 'Date of Virginia Exposure: 05/01/2019' (checked), 'Number of direct employees in Virginia: 1' (checked), '100% of this client's employees are leased from this PEO.' (unchecked), 'This client company hires sub-contractors.' (unchecked), 'A written contract exists between the PEO and the Client.' (checked), 'Contract Date: 05/21/2019' (checked), 'Expiration Date: 05/21/2019' (unchecked), 'PEO shall provide information concerning the filing for workers' compensation and unemployment benefits given to each employee.' (checked), 'PEO shall provide a written summary of rights and obligations to each employee.' (checked), 'PEO shall notify, in writing, client and co-employees of intent to terminate PEO agreement on or before termination and advise client of obligation to obtain workers' compensation coverage.' (checked), and 'PEO agrees to terminate client in WebFile within 30 days of termination of client agreement.' (checked). At the bottom, there are two buttons: 'Edit' (with a pencil icon) and 'Terminate Client Relationship' (with a trash can icon).

2. To edit the status of the Contract items select the “Edit” button.
3. Update the appropriate fields and select the “Save” button when complete.

This screenshot shows the 'Client Contract' edit form. At the top, there is a blue checkmark icon and the title 'Client Contract'. Below this, the form fields are organized into sections. The first section contains 'Date of Virginia Exposure \*' (08/01/2019), 'Date employer started working in Virginia as your client, MM/DD/YYYY' (08/01/2019), and 'Number of direct employees in Virginia \*' (2). The second section contains 'Enter the number of direct employees that perform work for this client in Virginia.' (2), 'Are 100% of this client's employees leased from the PEO? \*' (Yes), and 'Does this client company hire sub-contractors with employees to assist in the work of the business? \*' (No). The third section contains 'A written contract exists between the PEO and the Client.' (Confirmed (Required by Statute) \*), 'Contract Date' (08/01/2019), and 'Expiration Date' (08/29/2020). The fourth section contains 'PEO shall provide a written summary of rights and obligations to each coemployee.' (Confirmed (Required by Statute) \*). The fifth section contains 'PEO shall notify, in writing, client and co-employees of intent to terminate PEO agreement on or before termination and advise client of obligation to obtain workers' compensation coverage.' (Confirmed (Required by Statute) \*). The sixth section contains 'PEO agrees to terminate client in WebFile within 30 days of termination of client agreement.' (Confirmed (Required by Statute) \*). The seventh section contains 'PEO shall provide information concerning the filing for workers' compensation and unemployment benefits given to each employee.' (Confirmed (Required by Statute) \*). At the bottom, there are two buttons: 'Save' (in a blue box) and 'Back'.

## MANAGING ANNUAL REPORT FILING DATA

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**This section covers the functionality available for submitting the Annual Report data through WebFile.**

### IMPORTANT




*Professional Employer Organizations (PEO) are required, pursuant to Virginia Code § 65.2-803.1 of the Virginia Workers' Compensation Act, to file by January 31st an electronic annual report for the period ending December 31st of the prior year. The administrative, insurance information and payroll should be updated for each client company to reflect current state. For more information, please refer to Virginia Code § 65.2-803.1 and the Commission's regulations 16 VAC 30-100-10/80, available on our website at <http://www.workcomp.virginia.gov>.*

Annual Reporting must be completed between January 1 and January 31 each year. Annual Reporting includes payroll reporting for the PEO for the previous 12-month period.


- Be certain to fill out and submit annual reporting during the January reporting period. Editing the annual report information prior to the reporting period will not result in a report being submitted.
- It is recommended that annual reporting be commenced early in the January reporting period to ensure that it is completed timely.
- "Payroll" is defined as gross amounts paid by a PEO to its client company co-employees as compensation in Virginia for the time period indicated ( ). "Gross amounts" includes all items of compensation in the NCCI definition of remuneration.
- A PEO that had no payroll is still required to Annually Report and to report payroll as \$0.
- A PEO's annual assessment is calculated based upon the PEO's aggregate annual payroll, thus accurate payroll reporting is required.
- Enter all Annual Report information with care and review it before submitting. Once your Annual Report is submitted a PEO user cannot modify the reported data without first contacting the Commission for assistance.
- Annual Reporting is not complete until the PEO user checks all boxes certifying all information is complete and submits the Annual Report. Do not simply edit the information, you must enter all required information, save it, and submit it.
- Once an Annual Report is submitted a confirmation e-mail will be sent to the PEO User confirming receipt of the Annual Report and listing the payroll report for the reporting period.

## FILING AN ANNUAL REPORT

1. Navigate to appropriate PEO.
2. Scroll down to the Annual Report section.




Annual Report

Year	File Date	Amount Reported	Assessment Date	Assessment Amount	Date Paid
2019			01/01/2019		 Edit
2018	12/13/2018	\$145,896,523.00	11/29/2018		
2018			11/29/2018		
2018			11/29/2018		
2018			11/29/2018		

3. Check the year in which you wish to file.
4. Click the "Edit" button.
5. Complete/Edit the Annual Assessment data.

6. Certify active clients reflect their current state.
7. Click the “Save” button.

Annual Report  
Annual Report Details: Fill out annual report form and click Submit

Annual Assessment should be mailed to the following:  
Attention \*  
TIM SMITH

☐ Override Address Validation

Street Address 1 \*  
1000 DMV DR

Street Address 2

City \*  
RICHMOND

State \*  
Virginia

Postal Code \*  
23220-2036

Country \*  
United States

Number of client co-employees in Virginia represented in this payroll report \*


Approximate number of PEO direct employees in Virginia for new year \*

Approximate number of client co-employees in Virginia for new year \*

\$ Final Virginia payroll reported for period ending 12/31/2018 \*

PEO certifies the following:  
☐ PEO's designated representative information is current.  
☐ PEO and its co-employees are in compliance with Virginia Workers' Compensation Insurance Requirements.  
☐ PEO and its clients mailing and physical addresses are current.  
☐ PEO has updated each client contract tab to reflect the current status of each client company.  
☐ I hereby certify that the information in this report is true and correct to the best of my knowledge.

SaveBack

 **IMPORTANT**  
*Failure to submit an Annual Report by the January 31st deadline may subject a PEO to a monetary penalty.*

To amend a filed Annual Report, please contact the Insurance Department PEO Specialist.

For questions concerning annual reporting, please contact the Insurance Department of the Commission by phone at (804) 205-3586 or by email at [vapeo@workcomp.virginia.gov](mailto:vapeo@workcomp.virginia.gov).

## WebFile SUPPORT

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WebFile Support pertains directly to WebFile accounts, transactions, and errors. WebFile users can find answers and solutions to common issues such as creating or unlocking a WebFile account and viewing or managing a claim.

[Click here to use the interactive WebFile Support tool.](#)

WebFile **Support**

If you are still having issues, or have additional questions after using the WebFile Support tool, please visit <http://www.workcomp.virginia.gov/webfile/webfile-support-request> and complete a WebFile Support Request.

